

Appendix G – External Reviewers Submitting IRFs using eGrants

Steps to Complete the Individual Reviewer Form (IRF) for 2014 RSVP Review.

Enter Individual Reviewer Forms in eGrants

Review each assigned application on your own, using the Individual Reviewer Form (as a Word document first) to document your observations and assessment. In reviewing and assessing RSVP applications, you are focusing on the whole application. Have your panel discussion and make any necessary re-adjustments to your IRF. Send your completed IRF to your Program Officer Liaison, who will provide feedback on your form. After you make the necessary edits to your IRF, and your IRF has been approved by your POL, you will enter (copy and paste) your individual comments and ratings into eGrants.

You will be focusing on the Program Design and Organizational Capacity and Management categories of the IRF. (FFMC Reviewers will be evaluating the Budget and Cost Effectiveness category.)

Blended Reviewers (blue box below)

I. Program Design (50%)

Strengthening Communities (35%)

Describes the community and demonstrates through both the narrative and work plans that the community need(s) identified in the Primary Focus Area exist in the geographic service area.

Describes in the narrative how the service activities in the Primary Focus Area lead to National Performance Measure outputs or outcomes.

Describes in the narrative a plan and infrastructure to support data collection and ensure National Performance Measure outcomes and outputs are measured, collected, and managed.

Program Design as described in the narrative includes activity in service to veterans and/or military families as part of service in the Primary Focus Area, Other Focus Areas or Capacity Building.

Work plans logically connect four major elements in the Primary Focus Area to each other and are aligned with National Performance Measure instructions:

- a. The community need(s) identified
- b. The service activities that will be carried out by RSVP volunteers
- c. The instrument description and data collection plans
- d. Work plans include target numbers that lead to outcomes or outputs, and are appropriate for the level of duplicated volunteers assigned to the work plan.

Work plans logically connect four major elements in the Other Focus Areas and Capacity Building to each other and are aligned with National Performance Measure instructions*:

- e. The community need(s) identified
- f. The service activities that will be carried out by RSVP volunteers
- g. The instrument description and data collection plans
- h. Work plans include target numbers that lead to outcomes or outputs, and are appropriate for the level of duplicated volunteers assigned to the work plan.

**This selection criteria will only be applicable to applications with service activities in Other Focus Areas and Capacity Building.*

In assessing the work plans, applications will receive credit for percentage of unduplicated* volunteers in National Performance Measure outcome work plans above the minimum 10%.

Recruitment and Development of Volunteers (15%)

Demonstrates a plan and infrastructure to create well-developed high quality RSVP volunteer assignments with opportunities to share their experiences, abilities, and skills to improve their communities and themselves through service in their communities.

Demonstrates a plan and infrastructure to ensure RSVP volunteers receive training needed to be highly effective means to addressing identified community need(s) in both the Primary Focus Area and in Other Focus Areas or Capacity Building.

Describes the demographics of the community served and plans to recruit a volunteer pool reflective of the community served. This could possibly include:

- i. Individuals from diverse races, ethnicities, sexual orientations, or degrees of English language proficiency.
- j. Veterans and military family members as RSVP volunteers.
- k. RSVP volunteers with disabilities.

Demonstrates a plan and infrastructure to retain and recognize RSVP volunteers.

II. Organizational Capacity (35%)

Program Management (15%)

Plans and infrastructure to ensure management of volunteer stations in compliance with RSVP program regulations (such as preventing or identifying prohibited activities).

Plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities.

Plans and infrastructure to meet changing community needs to include minimizing disruption to current volunteers as applicable and/or graduating* stations as necessary.

**Please see Appendix C for more information on graduating volunteer stations.*

Demonstrates an organizational track record in managing volunteers in the Primary Focus Area, to include if applicable, measuring performance in the Primary Focus Area.

Demonstrates a plan and infrastructure to ensure the project is in compliance with the RSVP federal regulations to include establishing an RSVP Advisory Council, ensuring RSVP volunteers are placed in stations that have signed the required MOU, and ensuring all volunteers are eligible to serve in RSVP.

Organizational Capability (20%)

Plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure compliance with RSVP program requirements (statutes, regulations, and applicable OMB circulars) and to ensure accountability and efficient and effective use of available resources.

Demonstrates clearly defined paid staff positions, including identification of current staff assigned to the project and how these positions will ensure the accomplishment of program objectives.

Demonstrates organizational capacity to:

- l. Develop and implement internal policies and operating procedures to provide governance and manage risk, such as accounting, personnel management, and purchasing.
- m. Manage capital assets such as facilities, equipment, and supplies.

Demonstrates organizational infrastructure in the areas of robust financial management capacity and systems and past experience managing federal grant funds.

FFMC Review (red box below)

III. Cost Effectiveness & Budget Adequacy (15%)

The adequacy and reasonableness of the budget to provide reimbursable expenses to volunteers such as transportation, meals, and insurance.

The adequacy and reasonableness of the budget to support RSVP volunteer recruitment and recognition.

The adequacy and reasonableness of required non-federal funds that are budgeted.

To enter your IRF into eGrants, click on the application that you are currently reviewing, e.g., *The Senior's Community Foundation*. The name and application ID of the application that you are currently reviewing will appear at the top of the screen (see below).

When you are pasting your IRFs into eGrants, you will see two sections of criteria for the application. Blended Reviewers will enter their IRFs into section A (outlined in red below), and FFMC Reviewers will enter the Budget and Cost Effectiveness IRFs into section B (outlined in blue below). The review forms will mirror the Word version of the IRF that you have completed.

All Reviewers (green box below)

Welcome Tom Smith 09/27/2013, 12:07 PM, EST Peer Review Current Application The Senior's Community Foundation View All Applications Current Reviewer Mr. Tom Smith Run Reports Select a Report <input type="button" value="GO"/>	VIEW/ENTER REVIEWER COMMENTS AND SCORES 2014 RSVP Competition : Due Date - 09/10/2013 The Senior's Community Foundation - ID #11SI100000 <input type="text" value="-----"/> <input type="button" value="GO"/> <table border="1"><tr><td> Section I. Program Design (50%) - Pts not entered</td><td>edit</td></tr><tr><td> Strengthening Communities (20%) - Pts not entered</td><td>edit</td></tr><tr><td> Q1. Describes the community and demonstrates through both the narrative and work plans that the community need(s) identified in the Primary Focus Area exist in the geographic service area. - 50Pts</td><td>edit</td></tr><tr><td> Q2. Describes in the narrative how the service activities in the Primary Focus Area lead to National Performance Measure outputs or outcomes. - 50Pts</td><td>edit</td></tr><tr><td> Q3. Describes in the narrative a plan and infrastructure to support data collection and ensure National Performance Measure outcomes and outputs are measured, collected, and managed. - 50Pts</td><td>edit</td></tr></table>	Section I. Program Design (50%) - Pts not entered	edit	Strengthening Communities (20%) - Pts not entered	edit	Q1. Describes the community and demonstrates through both the narrative and work plans that the community need(s) identified in the Primary Focus Area exist in the geographic service area. - 50Pts	edit	Q2. Describes in the narrative how the service activities in the Primary Focus Area lead to National Performance Measure outputs or outcomes. - 50Pts	edit	Q3. Describes in the narrative a plan and infrastructure to support data collection and ensure National Performance Measure outcomes and outputs are measured, collected, and managed. - 50Pts	edit
Section I. Program Design (50%) - Pts not entered	edit										
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Q1. Describes the community and demonstrates through both the narrative and work plans that the community need(s) identified in the Primary Focus Area exist in the geographic service area. - 50Pts	edit										
Q2. Describes in the narrative how the service activities in the Primary Focus Area lead to National Performance Measure outputs or outcomes. - 50Pts	edit										
Q3. Describes in the narrative a plan and infrastructure to support data collection and ensure National Performance Measure outcomes and outputs are measured, collected, and managed. - 50Pts	edit										

Blended Reviewers
Complete questions in the blue boxes

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Blended Reviewers

Complete questions in the blue boxes

<p>➡ Q4. Program Design as described in the narrative includes activity in service to veterans and/or military families as part of service in the Primary Focus Area, Other Focus Areas or Capacity Building. - 50Pts</p>	edit
<p>➡ Q5. Work plans logically connect four major elements in the Primary Focus Area to each other and are aligned with National Performance Measure instructions:</p> <ul style="list-style-type: none"> 1. The community need(s) identified 2. The service activities that will be carried out by RSVP volunteers 3. The instrument description and data collection plans 4. Work plans include target numbers that lead to outcomes or outputs, and are appropriate for the level of duplicated volunteers assigned to the work plan. - 50Pts 	edit
<p>➡ Q6*. Work plans logically connect four major elements in the Other Focus Areas and Capacity Building to each other and are aligned with National Performance Measure instructions:</p> <ul style="list-style-type: none"> 1. The community need(s) identified 2. The service activities that will be carried out by RSVP volunteers 3. The instrument description and data collection plans 4. Work plans include target numbers that lead to outcomes or outputs, and are appropriate for the level of duplicated volunteers assigned to the work plan. <p>➡ *This selection criteria will only be applicable to applications with service activities in Other Focus Areas and Capacity Building. - 50Pts</p>	edit
<p>➡ Q7. In assessing the work plans, applications will receive credit for percentage of unduplicated * volunteers in</p> <p>National Performance Measure outcome work plans above the minimum 10%. - 50Pts</p>	edit
<p>➡ Recruitment and Development Volunteers (15%) - Pts not entered</p>	edit
<p>➡ Q8. Demonstrates a plan and infrastructure to create well-developed high quality RSVP volunteer assignments with opportunities to share their experiences, abilities, and skills to improve their communities and themselves</p>	edit

<div style="border: 2px solid #0056b3; padding: 5px; width: fit-content; margin: 0 auto;"> Blended Reviewers Complete questions in the blue boxes </div>	through service in their communities. - 38Pts	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ Q9. Demonstrates a plan and infrastructure to ensure RSVP volunteers receive training needed to be highly effective means to addressing identified community need(s) in both the Primary Focus Area and in Other Focus Areas or Capacity Building. - 38Pts</p> </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ Q10. Describes the demographics of the community served and plans to recruit a volunteer pool reflective of the community served. This could possibly include:</p> <ul style="list-style-type: none"> 1. Individuals from diverse races, ethnicities, sexual orientations, or degrees of English language proficiency. 2. Veterans and military family members as RSVP volunteers. 3. RSVP volunteers with disabilities. - 38Pts </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ Q11. Demonstrates a plan and infrastructure to retain and recognize RSVP volunteers.</p> </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ Section II. Organizational Capacity (35%) - Pts not entered</p> </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ Program Managements (15%) - Pts not entered</p> </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ Q13. Plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities.</p> </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ Q14. Plans and infrastructure to meet changing community needs to include minimizing disruption to current volunteers as applicable and/or graduating* stations as necessary.</p> </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ Q15. Demonstrates an organizational track record in managing volunteers in the Primary Focus Area, to include if applicable, measuring performance in the Primary Focus Area.</p> </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ Q16. Demonstrates a plan and infrastructure to ensure the project is in compliance with the RSVP federal regulations to include establishing an RSVP Advisory Council, ensuring RSVP volunteers are placed in stations that have signed the required MOU, and ensuring all volunteers are eligible to serve in RSVP.</p> </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ <u>Organizational Capability (20%)</u> - Pts not entered</p> </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	
	<div style="border: 2px solid #0056b3; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>➔ Q17. Plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure compliance with RSVP program requirements (statutes, regulations, and applicable OMB</p> </div> <div style="width: 10%; text-align: center; color: #0056b3;">edit</div> </div> </div>	

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<div style="border: 2px solid blue; padding: 5px; margin-bottom: 10px;"> Blended Reviewers Complete questions in the blue boxes </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> FFMC Reviewers Complete questions in the red box </div> <div style="border: 2px solid green; padding: 5px;"> All Reviewers Complete questions in the green box </div>	use of available resources.	edit
	➤ Q18. Demonstrates clearly defined paid staff positions, including identification of current staff assigned to the project and how these positions will ensure the accomplishment of program objectives.	edit
	➤ Q19. Demonstrates organizational capacity to: <ol style="list-style-type: none"> 1. Develop and implement internal policies and operating procedures to provide governance and manage risk, such as accounting, personnel management, and purchasing. 2. Manage capital assets such as facilities, equipment, and supplies. 	edit
	➤ Q20. Demonstrates organizational infrastructure in the areas of robust financial management capacity and systems and past experience managing federal grant funds.	edit
	➤ III. Cost Effectiveness & Budget Adequacy (15%)	edit
	➤ Q21. The adequacy and reasonableness of the budget to provide reimbursable expenses to volunteers such as transportation, meals, and insurance.	edit
	➤ Q22. The adequacy and reasonableness of the budget to support RSVP volunteer recruitment and recognition.	edit
	➤ Q23. The adequacy and reasonableness of required non-federal funds that are budgeted.	edit
	➤ Clarification	
	➤ OVERALL Comments/ Applicant Feedback	
no points yet entered		

(Please note Blended Reviewers will only need to complete those questions in the **Blue Boxes**. FFMC Reviewers will only need to complete those questions in the **Red Box**. But All Reviewers will need to complete questions in the **Green Box**.)

Click on the '*edit*' link on your screen for each section (see screen shot above). The '*edit*' link will take you to the screen where you paste in your responses from each section of your completed Individual Reviewer Form (see screen shot on next page).

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1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 84

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Overall Comments

You do not have to enter anything into this box. Click on ‘Save’ and then click on ‘Next.’

To review your next application, click on the ‘*Go to Other Applications*’ box near the top of your screen (just under the application name in the screen shot on the previous page), select another application and click on GO and repeat the process.

You may see names on this list that you do not recognize as panel members—these are typically your GARP Liaison and Program Officer Liaison.

To see all applications on your panel, click on ‘*View All Applications*’ link on the top left side of initial IRF screens (see screen shot on previous page).

Copy and Paste Instructions

1. Type your information into the Word document.
2. To copy the information, you need to left-click and hold the mouse button and drag your cursor over the typed information and release, then right-click on the mouse and select “Copy” from the “Edit” pull down menu (or select the text and hit Control + C).
3. Open your eGrants window and
 - a. Click in the white field in eGrants where you want the information placed.
 - b. Press and hold down the “Control” key on your keyboard (bottom left button on your keyboard). While holding it down click on the letter “V” to paste the information (or right click on the mouse and select “Paste” from the “Edit” pull down menu).
4. Repeat these steps until all comments have been pasted into eGrants.

Things To Keep In Mind

Some applications received by CNCS exceed the required page limits. Because of this, GARP staff mark text up to the page limits, and some narratives may end mid-thought.

Some applicants copy and paste their narratives from word-processing software into eGrants. This may cause some formatting discrepancies (e.g., a question mark instead of an apostrophe). Do not rate applicants down for these visual issues.

If you have a question about the application, contact your GARP Liaison so they can verify the information to be reviewed.

THE REVIEW IS DONE!

For questions related to eGrants, contact your GARP Liaison (assigned once you receive your panel assignment), or the National Service Hotline at 800-942-2677 or <https://questions.nationalservice.gov/app/ask>).

[Disregard the ‘*Evaluation*’ link in eGrants—it does not pertain to this review, your evaluation will be emailed to you upon completion of the review.]